

The Coal Impact grant application forms are available in Microsoft Word format and may be downloaded from the Board's website: [http://comdev.mt.gov/CDD\\_CB.asp](http://comdev.mt.gov/CDD_CB.asp)

## **COAL IMPACT GRANTS FOR PRELIMINARY ENGINEERING OR ARCHITECTURAL REPORTS**

Unlike other Coal Impact grant applications, which require both a Pre-Application hearing and a Full Application hearing, applications for grants to be used for the preparation of preliminary engineering reports (PER) or preliminary architectural reports (PAR) will be considered and acted upon by the Coal Board after one hearing.

Coal Impact grant funds for a PER can only be used for the preparation of plans, studies, analyses, or research necessary for the preparation of a PER as described in the most current *Uniform Application for Montana Public Facility Projects*. Coal Impact grant funds for a PAR will be similarly used for the preparation of a PAR as described in *Appendix S of the CDBG Application Guidelines for Public Facilities Projects*. Both booklets are available at <http://comdev.mt.gov> (click on "Publications").

### **A. MATCH REQUIREMENTS**

**When reviewing a PER or PAR application, the Coal Board will consider the applicant's efforts to provide other federal, state, or local financial resources as matching funds.** The local match for the project must be firmly committed and documentation confirming the commitment of funds must accompany the application at the time of submittal. Costs that have been incurred or obligated prior to executing a grant contract with the Coal Board are not considered eligible as match except for special exceptions that may be approved by the Board. Labor performed by the employees of the applicant is not eligible as match.

In documenting a financial commitment, the applicant must:

- ☐ Specify the amount and source of the funds.
- ☐ Provide a resolution by the governing body that specifies the amount of the commitment for funds committed by a local government.
- ☐ Provide a letter of commitment from the agency or organization involved for all other funds.

**The Montana Board of Investments offers deferred repayment loans for preliminary engineering or architectural studies, which can provide the match for a Coal Impact grant.** The INTERCAP program staff can approve these loans and have the funds to you in as little as one month from the time you apply. For more information about the program, contact:

INTERCAP Program  
Montana Board of Investments  
PO Box 200126  
Helena MT 59620-0126  
(406) 444-0001  
E-mail: [medwards@mt.gov](mailto:medwards@mt.gov)  
Web site: [www.investment.com](http://www.investment.com)

## **B. ELIGIBLE AND INELIGIBLE EXPENSES**

### **1. Eligible Expenses**

Project expenses eligible to be reimbursed by Coal Impact funds include any reasonable expenses incurred in the preparation of plans, studies, analyses, or research for the preparation of a PER as described in the most current *Uniform Application for Montana Public Facility Projects*. Coal Impact funds can also be used for the preparation of the Uniform Environmental Checklist as presented in the most current edition of the *Uniform Application for Montana Public Facility Projects*. Coal Impact grant funds can be used for the preparation of a PAR as described in *Appendix S* of the *CDBG Application Guidelines for Public Facilities Projects*.

Note that payment terms will typically provide for 100% of the Coal Impact grant amount to be paid upon submittal of a completed report that is in compliance with the *Uniform Application for Montana Public Facility Projects* or *Appendix S* of the *CDBG Application Guidelines* which has been approved by the Coal Board staff.

### **2. Ineligible Expenses**

Costs that have been incurred prior to executing a grant contract with the Coal Board are ineligible for reimbursement with Coal Impact funds. Costs that have been incurred or obligated prior to executing a grant contract with the Coal Board are not considered eligible as match except for special exceptions that may be approved by the Board. Preliminary engineering or architectural costs will not be reimbursed if the procurement of the engineer or architect was not in conformance with state law (Section 18-8-201 to 212, MCA).

## **C. SUBMITTING AN APPLICATION**

Eligible applicants may apply at any time for Coal Impact funds that will be used in the preparation of a PER or PAR. The application process is noncompetitive and applications will be placed on the Coal Board's agenda based on the following conditions:

- The Board will accept applications no later than the first of the month preceding the month of the scheduled quarterly meeting (e.g., the quarterly meeting is scheduled for December, applications are due 1 November).
- Only complete applications will be accepted. The application must be complete in all respects, including the documentation of the commitment of matching funds.
- The Coal board reserves the right to limit the amount of the grant to an amount appropriate to the scope of the planning project and commensurate with available Coal Impact funding.

#### **D. CRITERIA FOR AWARD OF COAL IMPACT GRANTS**

In accordance with current statute: 90-6-206, MCA. *Basis for awarding grants.*

*(1) Grants must be awarded on the basis of:*

- (a) need;*
- (b) degree of severity of impact from an increase or decrease in coal development or in the consumption of coal by a coal-using energy complex;*
- (c) availability of funds; and*
- (d) degree of local effort in meeting these needs.*

**Please describe the relationship of the proposed coal impact project to the following award criteria by responding to the questions on the application.**

#### **A. NEED**

#### **B. DEGREE OF SEVERITY OF IMPACT FROM AN INCREASE OR DECREASE IN COAL DEVELOPMENT OR IN THE CONSUMPTION OF COAL BY A COAL-USING ENERGY COMPLEX**

#### **C. AVAILABILITY OF FUNDS**

#### **D. DEGREE OF LOCAL EFFORT IN MEETING NEEDS**

#### **E. PLANNING & MANAGEMENT**

*In addition to the four statutory funding criteria set out above, State law (90-6-207, (5), MCA) requires the Coal Board to give attention “to the need for community planning before the full impact of coal development or decline is realized. Applicants should be able to show how the request reasonably fits into an overall plan for the orderly management of the existing or contemplated growth or decline problems.”*

*Furthermore, pursuant to Sub-Chapter 3 of the Administrative Rules of Montana, Planning is an additional criterion the Coal Board will apply when judging applications.*

When applying, submit eight copies of the application to: Ellen Hanpa, Program Assistant, Montana Coal Board, Department of Commerce, 301 S Park Ave, P.O. Box 200523, Helena, MT 59620-0523 (Phone 406/841-2782, e-mail: [ehanpa@mt.gov](mailto:ehanpa@mt.gov)).

**COAL IMPACT GRANT APPLICATION FORM FOR PRELIMINARY ENGINEERING  
OR ARCHITECTURAL REPORTS**

**Applicant Information:**

1. Name of Applicant: \_\_\_\_\_
2. Type of Governmental Entity: \_\_\_\_\_  
(City, Town, County, School District, Tribal Government, County Water/Sewer District, Solid Waste District, Etc.)
3. Federal Tax Identification Number: \_\_\_\_\_
4. Contact Person: Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Name of Firm: (if applicable) \_\_\_\_\_  
Street/P.O. Box: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone/Fax Numbers: \_\_\_\_\_  
Email address: \_\_\_\_\_
5. State Senate and House District (s): Senate \_\_\_\_\_ House \_\_\_\_\_

**Proposed Budget:**

	SOURCE: <i>Coal Impact Grant</i>	SOURCE:	SOURCE:	TOTAL
Engineering / Architectural Services				

**Proposed Implementation Schedule:**

**Estimated Start Date of PER / PAR:** \_\_\_\_\_

**Estimated Completion Date of PER / PAR:** \_\_\_\_\_

Attach a proposed preliminary engineering / architectural implementation schedule. This schedule should include the major milestones associated with the study including field activities, draft report preparation and review, any public hearings to be held, and final report preparation and submittal (see Attachment 1).

**Proposed Project Description:**

A brief description of the project that is being proposed for construction after the preliminary engineering / architectural design is completed, and the proposed activities and work schedule in completing the preliminary engineering / design:

1. type of project
2. project location,
3. brief history of the system or facility, and its known or presumed deficiencies,
4. any related compliance issues,
5. any alternatives that are being considered at the time of this application,
6. activities that will take place (including the process to be used to procure an engineer or architect) and products produced, and
7. total project cost estimate(s).

Applicants are encouraged to attach pertinent supporting documentation, such as a letter from the Montana Department of Environmental Quality or County Sanitarian documenting the seriousness of a public health or safety threat existing in a community.

**Required Attachments:**

- (a). Documentation (i.e. resolution) showing the commitment of matching funds, and
- (b). Proposed PER or PAR Implementation Schedule.

Please describe the relationship of the proposed coal impact project to each award criterion by responding to the following questions.

**Criteria for Award of Coal Impact Grants**

In accordance with current statute: 90-6-206, MCA. *Basis for awarding grants.*

*(1) Grants must be awarded on the basis of:*

- (a) need;*
- (b) degree of severity of impact from an increase or decrease in coal development or in the consumption of coal by a coal-using energy complex;*
- (c) availability of funds; and*
- (d) degree of local effort in meeting these needs.*

**A. NEED**

1. Does a serious deficiency exist in a basic or necessary community public facility or service, such as police, fire department or ambulance services or have serious public health or safety problems attributable to a deficiency occurred, or are they likely to occur, such as illness, disease outbreak, substantial property loss, environmental pollution, or

safety problems or hazards? Is the problem existing and long term, as opposed to occasional and sporadic?

2. Have serious public health or safety problems that are clearly attributable to a deficiency occurred, or are they likely to occur, such as illness, disease outbreak, substantial property loss, environmental pollution, safety problems, hazards, or health risks?
3. Is the entire community, or a substantial percentage of the residents of the community, seriously affected or at risk by the deficiency, as opposed to a small percentage of the residents?
4. Is there clear documentation that the current condition of the public facility or service or lack of a facility or service violates a state or federal health or safety standard and/or is the project necessary to comply with a court order or a state or federal agency directive?
5. Does the standard that is being violated or potentially violated represent a significant threat or potential threat to public health or safety?

**B. DEGREE OF SEVERITY OF IMPACT FROM AN INCREASE OR DECREASE IN COAL DEVELOPMENT OR IN THE CONSUMPTION OF COAL BY A COAL-USING ENERGY COMPLEX.**

1. Explain why the proposed project or governmental service or facilities *“are needed as a direct consequence of an increase or decrease in coal development or in the consumption of coal by a coal-using energy complex”*. 90-6-205, (4) (a), MCA
2. What proportion or percentage of the need for the expansion or improvement to the public facility or public service is attributable to coal-related impacts?
3. Why does your community qualify under this statute and how has an increase or decrease in coal development impacted your community?
4. What is the closest coal development area or closest coal-using energy complex to your community and how many road miles away is it?

**C. AVAILABILITY OF FUNDS**

1. Amount requested from the Coal Board: \$\_\_\_\_\_
2. Explain why a coal impact grant is necessary to make the project feasible and affordable.
3. What are the other proposed funding sources for the project?
4. What other sources of funds from public or private sources have been considered for this project, but not proposed. Explain why they are not being pursued or used for this project.

#### **D. DEGREE OF LOCAL EFFORT IN MEETING NEEDS**

*Some of the following questions may not apply to your project (e.g. #5). If that is the case, indicate "Not Applicable" on the application.*

1. If current millage rates are lower than the average rates levied during the previous 3 years, briefly explain why they are lower.
2. Describe any local efforts to meet the public facility or public service needs by providing financial contributions to the project to the extent possible, such as:
  - (a) efforts at investigating all reasonable alternate and supplemental funding sources from other federal, state, local government or non-profit organization programs
  - (b) local funding, donations of land, absorbing some or all administrative costs, additional direct financial contributions, or other in-kind assistance to the proposed project
3. Describe past operation and maintenance budgets and practices over the long-term, including any reserves for repair and replacement.
4. If there are indications that the problem is not of recent origin, or has developed because of inadequate operation and maintenance practices in the past, explain the circumstances and describe the actions that management will take in the future to assure that the problem will not reoccur.
5. For water, wastewater, and solid waste projects, provide the current and projected monthly household user charges, including operation and maintenance.
  - a. Current monthly household user rate: \$
  - b. Projected user charge (including operation & maintenance when the project is complete): \$
6. What are your current debt obligations?
7. What is the level of local financial participation in the project and is that level the maximum that the applicant can reasonably provide?

#### **E. PLANNING AND MANAGEMENT**

*In addition to the four statutory funding criteria set out above, State law (90-6-207, (5), MCA) requires the Coal Board to give attention "to the need for community planning before the full impact of coal development or decline is realized. Applicants should be able to show how the request reasonably fits into an overall plan for the orderly management of the existing or contemplated growth or decline problems."*

*Furthermore, pursuant to Sub-Chapter 3 of the Administrative Rules of Montana, Planning is an additional criterion the Coal Board will apply when judging applications.*

1. Describe how your grant request reasonably fits into an overall plan for the orderly management of the existing or contemplated growth or decline problems.
2. Is the proposed project consistent with current plans (such as a local capital improvements plan, growth policy, transportation plan, comprehensive economic development plan, or any other applicable plan)?
3. Is the applicant in compliance with the auditing and reporting requirements provided for in 2-7-503, MCA, and does the applicant have an established financial management system that the Board can reasonably ensure conforms to generally accepted accounting principles. (Tribal governments must comply with auditing and reporting requirements provided for in OMB Circular A-133.)
4. Has the applicant satisfactorily addressed any audit or monitoring findings received within the last five years?

**Authorizing Statement:**

**I hereby declare that the information included in, and all attachments to, this application is true, complete, and accurate to the best of my knowledge. I further declare that, on behalf of \_\_\_\_\_ (Applicant), I am legally authorized to enter into an agreement with the Montana Coal Board if a Coal Impact grant is awarded. I further declare that if a Coal Impact grant is awarded, the grant will be used to prepare:**

- 1) a Preliminary Engineering Report (PER) that follows the format and meets the requirements of the *Uniform Preliminary Engineering Analysis for Montana Public Facility Projects* outline, or**
- 2) a Preliminary Architectural Report (PAR) that follows the format and meets the requirements found in *Appendix S of the CDBG Application Guidelines for Public Facilities Projects*, and**
- 3) a completed Uniform Environmental Checklist, which will be attached to the PER or PAR.**

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**Signature**

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**Title**

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**Date**



## ATTACHMENT 1

### PRELIMINARY ENGINEERING / ARCHITECTURAL IMPLEMENTATION SCHEDULE

TASK	MONTH / YEAR
<b>ADVERTISEMENT FOR ENGINEERING / ARCHITECTURAL SERVICES</b>	
Submit RFP to the Coal Board for review	
Publish RFP	
Select engineering firm	
Execute agreement with engineer firm	
<b>MAJOR PRELIMINARY ENGINEERING / ARCHITECTURAL ACTIVITIES/MILESTONES</b>	
<b>Drawdowns</b>	
Submit draft report and request first drawdown of funds	
Submit final report and request final drawdown of funds	